

## Job Aid: Self-Recording Learning Event

### Purpose

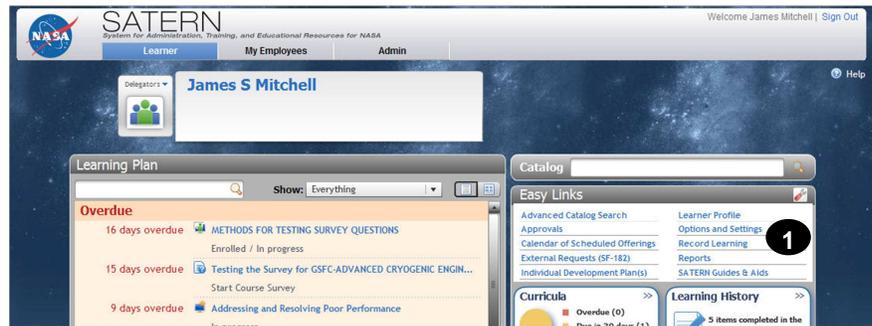
The purpose of this job aid is to guide users through the step-by-step process of self-recording Items.

Task A

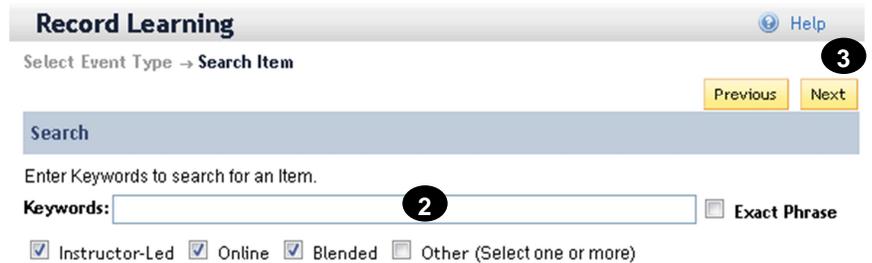
### Self-Record Items 20 Steps

#### Task A. Self-Record Items

- From the Home page click the **Record Learning** easy link.

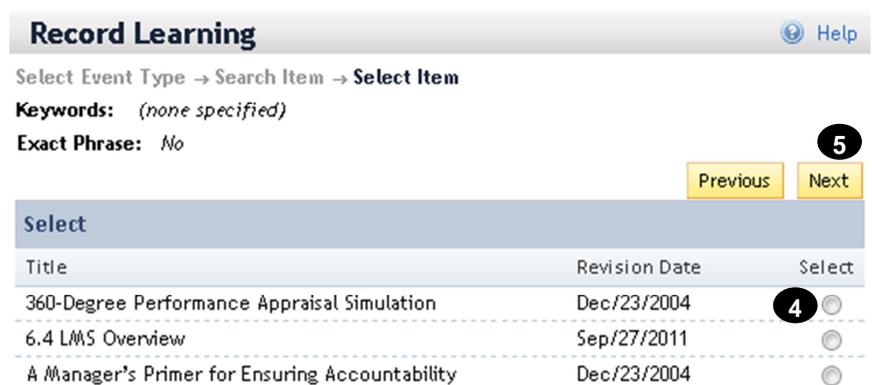


- Enter keywords to search for the item.  
*Note: Leave the Keywords textbox blank to perform an open search for items.*



- Click **Next**.

- From the search results list, click the **Select** radio button in the *Select* column of the item to record.



- Click **Next**.

- 6 Click in the Instructor ID textbox and enter the instructor.  
**or**  
Click the **Select** link to select the instructor from the list.
  - 7 Enter your grade in the Grade textbox (if applicable).
  - 8 Select the completion status.
  - 9 Enter the completion date. **or**  
Click the **Select date** icon to select a date from the calendar pop-up.
  - 10 Enter the completion time in the Completion Time textbox.
  - 11 Select the time zone where the learning event took place.
  - 12 Enter the total hours of the learning event.
  - 13 Enter the credit hours in the Credit Hours textbox.
  - 14 Enter the contact hours.
  - 15 Enter the CPE credits in the CPE textbox.
  - 16 Click **Next**.
- 17 Enter any comments in the **Comments** textbox.  
If applicable, edit user costs.
  - 18 Click **Next**.

**Record Learning** Help

Select Event Type → Search Item → Select Item → **Enter Learning Event Information**

**6.4 LMS Overview**  
COURSE 6.4 Overview  
**Revision:** 1 - Sep/27/2011 03:41 PM America/New York  
**Item Description:** 6.4 LMS Overview

[Previous](#) [Next](#)

**Enter Learning Event Information**

*\* = Required Fields*

**Instructor ID:**  [Select](#) **6**

**Instructor Name:**

**Grade:**  **7**

**\* Completion Status:**  **8**

**\* Completion Date:**  **9**  
(MMM/d/yyyy )

**\* Completion Time:**  **10**  
(hh:mm AM/PM)

**\* Time Zone:**  **11**

**Total Hours:**  **12**  
(1000)

**Credit Hours:**  **13**  
(1000)

**Contact Hours:**  **14**  
(1000)

**CPE:**  **15**  
(1000)

[Previous](#) [Next](#) **16**

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**Record Learning** Help

Select Event Type → Search Item → Select Item → Enter Learning Event Information → **Edit User Event Information** **18**

[Previous](#) [Next](#)

**Edit User Event Information**

**User:** Fahey, Brian A

**Comments:**  **17**

<p><b>19</b> Verify the item information.</p> <p><b>20</b> Click Finish.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Record Learning</b> <span style="float: right;"><a href="#">Help</a></span></p> <p>Select Event Type → Search Item → Select Item → Enter Learning Event Information → Edit User Event Information → <b>Record Learning</b></p> <p><b>6.4 LMS Overview</b></p> <p>COURSE 6.4 Overview</p> <p>Revision: 1 - Sep/27/2011 03:41 PM America/New York</p> <p>Item Description: 6.4 LMS Overview</p> <p style="text-align: right;"><b>20</b></p> <p style="text-align: right;"><a href="#">Previous</a> <a href="#">Finish</a></p> <hr/> <p><b>Record Learning</b> <b>19</b></p> <p>Instructor: Blizzard, Kimberly D</p> <p>Completion Date: Sep/27/2011 05:00 PM America/New York</p> <p>Total Hours: 36.00</p> <p>Credit Hours: 0.00</p> <p>Contact Hours: 0.00</p> <p>CPE: 0.00</p> <hr/> <p><b>Record Learning</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>User</th> <th>Grade</th> <th>Status</th> <th>Comments</th> <th>Cost Name</th> <th>Amount (1000)</th> </tr> </thead> <tbody> <tr> <td>Fahey, Brian A</td> <td></td> <td>CRS-ATND</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	User	Grade	Status	Comments	Cost Name	Amount (1000)	Fahey, Brian A		CRS-ATND			
User	Grade	Status	Comments	Cost Name	Amount (1000)								
Fahey, Brian A		CRS-ATND											
<p>Your item is recorded. You can go to the Completed Work page to print the completion certificate if this event provides credit.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Record Learning</b> <span style="float: right;"><a href="#">Help</a></span></p> <p>Select Event Type → Search Item → Select Item → Enter Learning Event Information → Edit User Event Information → Record Learning → <b>Success</b></p> <p><b>Success</b></p> <p><b>Status:</b></p> <ul style="list-style-type: none"> <li>• The learning event has been successfully recorded.</li> <li>• You can go to the Completed Work page to print out the Completion Certificate if this event provides credit for the item.</li> </ul> <p><a href="#">File Attachments (0)</a></p> </div>												